

Wait list protocol for BRAP

Revision July 2008

1. All eligible applicants, class and non-class members, will be recorded on an applicant wait list.
2. Procedures for determining assistance awards.
 - a. **BRAP assistance is designed for those individuals without any other viable housing option. BRAP funds will be provided on a priority basis to eligible individuals only.**
 - b. The determination of new BRAP awards shall be issued by the Local Administrative Agency in an amount up to but not exceeding each agency's target allocation of vouchers. This may include consultation with the Housing Director, the regional Mental Health Team Leader, and/or the Central Administrative Agency. As available resources permit, the Director of Housing Resource Development may modify a particular LAA's target allocation and/or the statewide pool of available vouchers to better meet the needs of persons on the waitlist.
 - i. Factors to be considered in making award determinations include: date and time of completed application, determination of eligibility status, priority ranking and, if applicable, a waiver as signed and submitted by the Regional Mental Health Team Leaders.
 1. BRAP PRIORITIES: Priorities #1 through #4 shall be considered in order of ranking.
 - i. Priority #1: Eligible people who are leaving State psychiatric institutions (Riverview, Dorothy Dix); and individuals in private psychiatric hospital beds; or those who have been discharged in the last six months from any of these institutions.
 - ii. Priority #2: Eligible people who are homeless as defined by the Stewart B. McKinney Homeless Assistance act as funded by the U.S. Department of Housing and Urban Development.
 - iii. Priority #3: Eligible people who are living in Substandard Housing in the community, as defined by U.S. Department of Housing and Urban Development.
 - iv. Priority #4: Eligible people who are moving from community residential programs and other behavioral health facilities, to more independent living arrangements.
 - ii. LAA will follow existing procedures in the BRAP manual to enroll the individuals into the program.

- c. When the LAA is able to release a voucher the LAA will:
1. Make determination of BRAP priority status and eligibility at time of award.
For example, if a person was homeless at time of application, however at time of assistance award that person was housed, then he/she is no longer considered homeless and therefore not eligible for assistance under the homeless priority. In such cases, the Mental Health Team Leader will review the particular situation **before** the individual is removed from the wait list.
Exceptions:
 - I. A person who applied to the program as a Priority #1 and at time of award more than six months had passed—that person would retain their Priority #1 status.
 - II. A person who applied to the program as a Priority #2 and at time of award was housed in a transitional facility for the homeless; or a hotel or motel underwritten by state funds to be utilized in lieu of a shelter—that person would retain their Priority #2 status.
- d. Waivers:
- i. During the wait list period, waivers will be considered for:
 1. Persons requesting an extension to the two-year time limit requirement due to unavailability of Section 8.
 2. Applicants utilizing alternative income sources (other than SSI/SSDI)
 3. Applicants from jurisdictions with closed Section 8 wait lists
 - ii. During the wait list period, the Regional Mental Health Team Leaders may issue a waiver based upon the following conditions:
 1. Applicants with the following two specific circumstances ONLY:
 - a. Mental Health Team Leaders may request a waiver under the following circumstances:
 - i. A person from Riverview or Dorothy Dix is awaiting discharge to a DHHS-Adult Mental Health Services funded residential bed; AND
 - ii. The particular DHHS-Adult Mental Health Services funded residential bed is currently occupied by an eligible individual on the BRAP Wait List with a Priority #4 ranking; AND
 - iii. The resulting vacancy of the DHHS-Adult Mental Health Services funded residential bed must be filled by an identified individual being discharged from Riverview or Dorothy Dix. OR;
 2. Necessity as determined by the regional Mental Health Team Leader
 - iii. Existing BRAP Wait List Protocol and BRAP Program Manual guidelines will remain in effect. Where discrepancies may exist, the Wait List Protocol will supersede the BRAP Program Manual guidelines.
 - iv. All waivers will be reviewed on a case-by-case basis and are subject to available funding.

3. Procedures for managing a wait list:

- a. Only completed applications are to be placed on the LAA's waitlist log. Completed application includes all information requested in the application including but not limited to:
 1. Verification of eligibility for Community Support Services as described in section 3 below; income (Employment, GA, SSI/SSDI, other); Section 8 status; and priority identification
 2. Signed releases and certifications contained in the application
 3. Copy of *BRAP Enrollment Form*. Verification of current *Enrollment* into services covered by Section 17 and/or Section 97 (ie. verification from APS HealthCare or DHHS); OR if person is new to the Adult Mental Health System of Care then a copy of *BRAP Enrollment Form* signed by a person qualified to make a mental health diagnosis or accompanied by such a diagnosis.
- b. Enrollment: Eligibility for BRAP is based in part on *enrollment* status within Section 17 or 97. A BRAP applicant can be considered to have met this test if they are already receiving Section 17 or 97 services **OR** if they are *eligible* to receive such services.
 1. Applications for persons who are already *Enrolled* in Section 17 or Section 97 Adult Mental Health Services, need to demonstrate, in writing, such enrollment.
 2. Applications from Riverview and Dorothy Dix must be routed to the applicable LAA and be in a form and format that is complete before inclusion into LAA's log—if approved. If denied, for any reason, copies of written documentation by and between the LAA and Riverview staff must be included in the applicant file.
 3. All other Applications (persons new to the Adult Mental Health System of Care) must include the completed *BRAP Enrollment Form* signed by a person qualified to make a mental health diagnosis or accompanied by such a diagnosis.

c. Waitlist Log

LAA will Create and maintain a log of approved applications utilizing sample (below) in Excel. LAA to forward reviewed and approved log to Housing Director on a weekly basis, or as directed, for purposes of managing a statewide wait list.

- i. CSN
- ii. Region
- iii. Name of LAA
- iv. Date of Completed Application
- v. Time of Completed Application
- vi. Unique Application Number
- vii. Lname
- viii. Fname
- ix. Class Mbr (Y/N)
- x. BRAP Priority (1-4)
- xi. MHTL Regional Waiver (Y/N)
- xii. Status of Application
- xiii. Date BRAP assistance offered
- xiv. Date Removed from Wait List
- xv. Reason for removal from Wait List
- xvi. Notes
- xvii. 90 Day review

d. DHHS Over 90 Day Review

1. On a monthly basis, DHHS Housing Director shall compile a list of all applicants who have been on the wait list for more than 90 days and distribute that list to the Mental Health Team Leaders or designee in each region for follow-up. This task includes: 1) check the safety and well being of each person on the list in their region; 2) provide outreach to these persons to help facilitate the provision of other necessary services; 3) determine if the person wishes to remain on the wait list or has found another housing resource; 4) if the person has not found another housing resource, flag this as an unmet need for system development.
2. The results of this work will be forwarded to the Housing Director for inclusion on the BRAP wait list. The Housing Director will refer any identified resource needs to the Director of Adult Mental Health Services.
3. LAA will be notified of any updates to list based upon this over 90 day review.